



Naval Regional Contracting Center Singapore



REQUEST FOR CONTRACTUAL PROCUREMENT

Customer Guide

Last updated 22 March 2004

FOREWARD

1. This guide is designed to aid the procurement process by providing information to our customers that will enable them to prepare and submit clear and complete requests for contractual procurements. By doing this, we can work together to reduce and eliminate unnecessary rework and clarifications which increase the time and expense required to get the right thing, to the right people, at the right time.
2. As you may be aware, our customer base stretches west of Hawaii to Diego Garcia, and from Hong Kong to Australia. Additionally, our AOR includes ports in the Indian and Pacific Oceans and islands in the South Pacific. We also provide contracting support for visiting Seventh Fleet ships; and support various Department of Defense activities located in Singapore, including COMLOG WESTPAC, Military Sealift Command Office, the U.S. Coast Guard, Naval Criminal Investigative Office, and the Naval Oceanographic Office.
3. Our customer's missions vary as do their purchase requirements. The challenge of developing this guide was to include something for everyone. As you read through it, there are sections that may or may not pertain to your organization. Kindly disregard those sections that are not applicable, and bookmark those that do pertain. Our goal for this guide is to assist your organization and be part of your procurement library.
4. We review this document on a quarterly basis and update it as necessary. Your input is important! If you should have any comments or recommendations please contact the Simplified Acquisition Procedures (SAP) Branch at commercial (65) 6750-2551, DSN 421-750-2551, or email at: n213@nrccsg.navy.mil
5. I am confident this guide will lead to increased customer support provided by our contracting division to your organization.

Richard Hudson
Technical Director

Attachments:

- (A) Contracting Customer Survey
- (B) Sole Source Justification under \$100,000.
- (C) Sole Source Justification over \$100,000.
- (D) Urgency Statement
- (E) Request for Contractual Procurement NAVCOMPT Form 2276
- (F) Requisition and Invoice/Shipping Document DD Form 1149
- (G) Military Interdepartmental Purchase Request DD Form 448
- (H) RCP Checklist for Supplies

Note: These attachments are available in "soft copy" should you require. Please contact NRCC Singapore SAP Branch to obtain a copy.

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Section I. Introduction, Authority and Responsibilities

1. Request for Contractual Procurement (RCP) Flowchart:

Start

**Requiring Activity/Customer
prepares the RCP**

Section III of this guide
provides policies and procedure.

**Requiring Activity/Customer submits
RCP to Comptroller, Logistic Support
Center, or Contracting Office**

Section IV of this guide provides
instructions

**Contracting Office processes
RCP and executes the
contract action**

NRCC Quality Management Plan
prescribes policies and
procedures

Finish

2. **Purpose:** This guide is designed to support the acquisition process by providing information to our customers to guide and aid them when submitting requests for contractual action.
3. **Contracting Function Mission:** To get the right thing - to the right people - at the right time.
4. **Contracting Function Vision:** To be the premier contracting office by supporting the customer through delivery of best value supplies and services on a timely basis.
5. **Procurement Authority:** NRCC Singapore (NRCCSG) has been delegated unlimited procurement authority from COMNAVSUPSYSCOM. In turn, the Commanding Officer of NRCC has redelegated procurement authority to personnel assigned to NRCC Contracting Division, NRCC Singapore Det Manila, and NRCC Singapore Ship Support Office Hong Kong.
6. **Area of Responsibility (AOR):** Per NAVSUPINST 4200.81C, NRCCSG's geographic area of responsibility (AOR) is Asia/Pacific if not otherwise assigned. FISC Yokosuka is responsible for Japan and Korea. Additionally, CONUS activities will normally forward requirements that can be satisfied only by Pacific Sources to FISC Yokosuka (Japan and Korea) or NRCC Singapore (Australia and South East Asia (except Japan), as appropriate.
7. **Purchase from Vendors located in CONUS:** Per 4200.81C enclosure (2) paragraph 4.b. on page 8 (Point of Entry for Requisitions):

"Requisitions from OCONUS customers that can be procured from OCONUS sources should be procured locally. OCONUS requisitions that involve soliciting Continental United States (CONUS) sources **will be sent to the cognizant CONUS FISC for processing unless:**

- (1) The requirement can be procured from an existing contract issued by any CONUS contracting activity which authorizes ordering by the specific OCONUS activity, or which authorizes Navy-wide, DOD-wide or federal Government-wide ordering (e.g. GSA schedules/GSA Advantage, ITEC Direct) and for which payment is made by the Government purchase card;
- (2) The acquisition is exempt from synopsis requirements per FAR 5.202;
- (3) The requisition has Priority Designator 1, 2 or 3 based on Force Activity Designator (F/AD) I, II or III and Urgency of Need designator (UND) "A" per the Uniform Material Movement and Issue Procedures (UMMIPS); or
- (4) NAVSUP 02 has granted an activity a specific exception to this policy.

Any other exceptions must be approved by NAVSUP 02. Except for purchase card transactions, documentation justifying local OCONUS procurement from CONUS sources must be retained in the purchase file."

Note: Per NAVSUPINST 4200.81C, FISC Puget Sound is responsible for processing requirements from OCONUS activities (within NRCC Singapore's AOR) when required to solicit CONUS sources for requirement valued above \$25,000.

8. **What we can Contract for:** with unlimited NAVSUP procurement authority and our skilled staff, we are capable of soliciting and awarding contracts for any service or supply which a NAVSUP Contracting Officer is capable of awarding.
 - a. **NRCCSG Contracts Division (code N21):** Solicits, awards, and administers a variety of contracts and agreements on behalf of NRCC customers located throughout the AOR. Additionally, code N21 provides procurement support to military and other forces transiting through or stationed in Singapore. Code N21 is comprised of three distinct branches whose functions are described below.
 1. **Code N211 Regional Contracts Branch:** solicits, awards, and administers large dollar contracts (greater than \$100,000 non-commercial items and \$5 million commercial items) for use throughout NRCC's AOR.
 2. **Code N212 Ship Repair Contracts Branch:** performs specialized procurement work related to the procurement of engineering and technical support and the maintenance and repair of U.S. Navy and Military Sealift Command vessels.
 3. **Code N213 Simplified Acquisition Procedures Branch:** awards Purchase Orders using FAR part 13 and 13.5 procedures, issues Delivery Orders, and places BPA calls on behalf of Afloat and Ashore customers.
 - b. **NRCCSG Det Manila:** Typically, this office performs contract functions in support of forces transiting through or on duty in the Philippines. Det Manila awards Purchase Orders using FAR part 13 procedures for other than ship repair services, issues Delivery Orders, and places BPA calls.
 - c. **NRCCSG Ship Support Office Hong Kong:** Typically, this office performs contract functions in support of forces transiting through or on duty in Hong Kong and Mainland China. SSO Hong Kong awards Purchase Orders using FAR part 13 and 13.5 procedures for other than ship repair services, issues Delivery Orders, and places BPA calls.
9. **After the Fact Purchases:** Federal, DoD, and DoN procurement regulations prescribe that a purchase requisition be properly prepared and approved before the Contracting Officer initiates the purchase action.
 - a. **Under no circumstances are NRCC Singapore Contracting Officers permitted to "legitimize" an activity's unauthorized purchase by awarding a contract action after vendor performance has already begun.**
 - b. Any requisition received after a vendor has begun performance will be referred to the Office of Counsel and Procurement Performance Management Assessment Program (PPMAP) division for processing as an Unauthorized Commitment. Additionally, the activities Commanding Officer will be informed. NAVSUPINST 4200.81C prescribes policies and procedures for processing unauthorized commitments.

- c. NRCC Singapore has published a Guide to Unauthorized Commitments. If required, please contact the NRCC Contracting Division for a copy.

Section II. Customer Service Standards

1. **Customer Service Policy:** All members of the NRCC Acquisition Team strive to deliver on a timely basis best value products and services to the customer, while maintaining the public's trust, and fulfilling public policy objectives. Our Quality Management Plan (QMP) prescribes the processes and procedures we use to accomplish these goals.
2. **Customer Feedback:** We value customer feedback, either solicited or unsolicited, to aid us in assessing if we are accomplishing our goals. Also, we use customer feedback to identify necessary changes in order to continue providing best value supplies and services to the customer. A sample Customer Survey form is contained in **Attachment A**. Each month we solicit customer feedback via random surveys. If you receive a random survey, please complete and return it so we are aware of your opinions. Of course, unsolicited feedback is ALWAYS welcome!
3. **Procurement Action Lead Time (PALT):** is defined as the time from acceptance of an accurate and complete purchase request, to the time a contract action is executed. The PALT periods identified below (AFLOAT, ASHORE, and End-of-Year Requirements) afford time for: contracting personnel to review, solicit and award requirements; contractors to review and submit their quote/proposal; and contracting division and force protection personnel to arrange contractor access to the pier/ship/activity.
 - a. **AFLOAT Units:**
 1. **Husbanding Services:** 7 working days prior to the ships arrival.
 2. **Provisions (fresh, frozen, and dry):** 4 working days for requirements totaling less than \$2,500 and 5 working days for those over \$2,500. Remember, if applicable, the requisitions must go through the Prime Vendor for provisions that are supplied under that contract.
 3. **Ship Repair Services:** 4 working days for requirements totaling less than \$2,500, 6 working days for those over \$2,500.
 4. **Others:** 4 working days for requirements totaling less than \$2,500, 5 working days for those over \$2,500.
 - b. **ASHORE Units:**
 1. **Requirements <\$25,000:** 20 working days for these requisitions including those associated with GSA, JWOD or UNICOR buys.
 2. **Requirements >\$25,000 to \$100,000:** 45 working days for these requisitions including those associated with GSA, JWOD or UNICOR buys.
 3. **Commercial Items \$100,000 to \$5 million:** 75 working days.

4. **Requirements >\$5 million:** up to 7 months depending on the size, complexity, and location of the project. We will work with the customer to develop a mutually agreeable plan of action and milestones.
5. **Contract Modifications:** 5 working days for administrative modifications not requiring the Contractor's signature.
6. **Provisions (fresh, frozen, and dry):** 21 calendar days for requirements to be shipped via shuttle, and 10 working days for those to be shipped via air. Remember, if applicable, the requisition must go through the Prime Vendor for provisions that are supplied under that contract.

c. End of Fiscal Year (applies only to shore based activities): It is imperative that all applicable requirements be submitted by the dates identified below. Kindly contact the Contracting Division immediately once you become aware that your command/activity can't meet the dates identified below. This is essential so that an arrangement, if possible, can be made. Do not wait until the deadline is imminent, or has passed, before contacting the Contracting Division.

➤ **Competitive Service/Supply \$2,500 to \$100,000 –
Submit RCP by 01 August.**

Note: This includes GSA Requirements, and buys from CONUS Vendors **\$2,500 - \$25,000**. Please note the information contained in Section I paragraph 6 titled "Purchase from Vendors Located in CONUS" addressing purchases above \$25,000.

➤ **CONUS Vendors Competitive and Sole Source up to \$25,000 –
Submit RCP by 01 August.**

➤ **Sole Source Service/Supply \$2,500 to \$100,000 –
Submit RCP by 21 July.**

➤ **Competitive Service/Supply over \$100,000 –
Submit RCP by 21 July.**

➤ **Sole Source Service/Supply over \$100,000 –
Submit RCP by 10 June.**

➤ **All Service/Supply less than \$2,500 –
Submit RCP by 05 September.**

SECTION III. PURCHASE REQUISITIONS

1. **Terminology:** The customer's requisition is known by many names such as: Request for Contractual Procurement; Purchase Request; and Requirements Document. The term used is not important. Rather, the information conveyed in the document **is the most important step in the acquisition process**. It is through this document the customer conveys what their requirement is. This guide will use the term Request for Contractual Procurement (RCP) when speaking of the customer's requisition.

2. **NAVSUPPUB P-547:** provides detailed information and guidance to assist in the preparation and submission of a comprehensive and workable RCP. P-547 is intended to provide those who prepare RCPs with a clear understanding of the specific information required for acquisitions. P-547 sets forth a standard format for the submission of this information. When properly used, it will save both technical and contracting offices considerable time and administrative expense. The P-547 is available for viewing/download from the Naval Logistics library at:
<http://nll2.navsup.navy.mil/com.cfm>

3. **To view/download NAVSUPPUB P-547:**
 - select **NAVSUP Digital Documents**
 - select category **Publications**
 - leave enter keyword blank
 - select **Search**
 - scroll down list to **P-547** and select to view/download.

Note: If your are unable to view/download a copy of the P-547, please contact the NRCC Singapore SAP Branch for assistance

4. **NAVSUPINST 4200.85 (series):** provides DoN guidance on policy and procedures regarding Simplified Acquisition Procedures (non-commercial items up to \$100,000 and commercial items up to \$5 million) for ASHORE and AFLOAT activities. Of importance to customers who prepare RCPs, the 4200.85 contains detailed information regarding Developing Purchase Requirements, Market Research, and Mandatory Sources of Supply. The 4200.85 is available for viewing/download from the Naval Logistics library at: <http://nll2.navsup.navy.mil/com.cfm>

5. **To view/download NAVINST 4200.85:**
 - select **NAVSUP Digital Documents**
 - select category **Instructions**
 - leave enter keyword blank
 - select **Search**
 - scroll down list to **NAVSUPINST 4200.85** and select to view/download.

Note: If your are unable to view/download a copy of the 4200.85, please contact the NRCC Singapore SAP Branch for assistance.

6. **Importance of the RCP:** The following citation from NAVSUPPUB P-547 Contract Request Preparation Guide, highlights the importance of the RCP:

"All too frequently, when the need for some material or service becomes apparent, it is either immediately critical or ignored until it becomes critical. Consequently the person charged with drafting the RCP is under pressure to complete this extremely important task in a hurry. If the RCP lacks a clear description of requirements or necessary supporting documentation, the contracting process will be delayed unnecessarily until clarifications are made. Changes, disputes, claims, and uneasy relationships between the government and contractor personnel can be significant problems compared with the temporary inconvenience of clarifying and completing the RCP documents; therefore, it is to everyone's benefit (requiring activity, financial office, contracting office, contractor, contract administrators, ultimate users of the goods or services, and the taxpayer) for the initial preparation of an RCP to be done correctly." (bolding and underlining added for emphasis)

7. **Preparation and Contents of the RCP:** It is imperative that the RCP clearly and thoroughly describe the material or service required. The list provided below in paragraph 7.c while not all-inclusive, contains elements common to many RCPs. NAVSUPPUB P-547 and NAVSUPINST 4200.85 provide detailed information.

Note: Effective 01 October 2003, Commander Logistics Group Western Pacific (CLWP) is the regional comptroller that NRCC Singapore procurements fall under. Thus, RCPs must be addressed as follows:

- a. **DD 2275/DD2276/DD 448:** for all requisitions being processed by **ANY** NRCC Contracting Office (Singapore, Manila, or Hong Kong) block 11 of the DD 2275/2276, or block 7 of the DD 448, must be completed as follows:

Commander Logistics Group Western Pacific
PSC 470, Box 2400
FPO AP 96534-2400

- b. **DD 1149:** for those units using AFLOAT accounting procedures, block 2 must be completed as follows:

Commanding Officer Naval Regional Contracting Center Singapore
(enter detachment name if applicable i.e. Manila or SSO Hong Kong)
PSC 470 Box 2100
FPO AP 96534-2100

- c. **Contents of the RCP:**

1. Document Number
2. Adequate Purchase Description:
 - a. Common Nomenclature (commercial description; MIL/FED Spec; Brand Name or Equal, etc)
 - b. Kind of Material (i.e. type, grade, alternatives, etc.)
 - c. Dimensions, Size, and Capacity
 - d. Principles of Operation
 - e. Restrictive Environmental Conditions
 - f. Intended Use (i.e. location within assembly, essential operating conditions, etc)

- g. Equipment with which the item is to be used
- h. End Item Application
- i. Other pertinent information that further describes the item, material or service required
- 3. Quantity and Unit of Issue
- 4. Unit Price and Total Price
- 5. Delivery Information
- 6. Unique Requirements
- 7. Price Estimate and the basis for it
- 8. Adequate Funding to support the Proposed Requirement
- 9. Inspection and Acceptance – The customer should identify any special inspection and acceptance requirements on the RCP
- 10. Point of Contact – someone who can answer specific questions regarding the requisition, and service/supplies required.
- 11. Supporting Documentation
 - a. Results of Market Research *** see paragraph 8 below.
 - b. Special Authorizations and Approvals (Sole Source, HAZMAT Officers approval, Urgency Statement, etc.) *** see paragraph 9 below.
- 12. The Government Estimate and the Basis for it
- 13. Recommended Source of Supply (Vendor name, contact information, mailing/email address, etc)

d. Additional contents if service/repair:

- 1. List manufacture of item to be repaired
- 2. List original acquisition cost if known
- 3. List model number, part number, serial number, etc.
- 4. Describe the specific problem (it doesn't work is not sufficient). Be specific as to exactly what doesn't work, etc.
- 5. List if the service/repair will be completed at the activity or the vendor's location.
- 6. List the specific location, bldg #, office # where the equipment is located.
- 7. List if the Government will deliver to the vendor or if the vendor is required to pick-up at the activity's location.

8. **Results of Market Research:** Often end-user or technical personnel perform basic market research as to the availability of an item, capability of the marketplace to satisfy the requirement, pricing information, etc. This information is valuable to the contracting office and aids them in building on the research already completed. Information such as printouts of internet site regarding the material/service; contractor catalogs/flyers; and results of phone conversations with vendors should be submitted with the RCP.

9. Special Authorizations and Approvals:

- a. **Sole Source:** is defined by the Federal Acquisition regulation as ["a contract for the purchase of supplies or services that is entered into or proposed to be entered into by an agency after soliciting and negotiating with only one source."](#)
- 1. **Competition Requirements:** Procurement regulations require that all requirements over \$2,500.00 must be competed. Generally, the Contracting Officer does this by soliciting quotes or proposals from three different vendors. If competition is not sought, the Contracting Officer must document the purchase file why only one source will be solicited. NRCC Contracting Officers can only

authorize Sole Source procurements only after they determine a valid exception exists not to seek competition.

2. **Sole Source Justification:** The customer must provide an adequate sole source justification to include an analysis of the requirement, the marketplace it is found, and the reason why the particular product or service will only meet the Government's needs. NRCC Contracting will provide assistance and guidance if necessary in the preparation of the Sole Source document. Two different Sole Source formats are contained in **Attachments B** (under \$100,000) and **C** (over \$100,000).
 - a. **Valid Sole Source Justifications:** are ones that **fully** explain the characteristics of the product and service and **why** only the one source is capable of meeting that requirement.
 - b. **Invalid or Incomplete Sole Source Justifications:** reasons such as lack of advanced planning on the requiring activity's part; concerns related to funds expiration; the amount of funds available to the activity; only known source; the vendor has a good past performance record; we like the vendor; etc. **are not** valid justifications for sole source and soliciting requirements on a non-competitive basis.
- b. **HAZMAT Approval:** Per NAVSUPINST 4200.85 "Procurement of hazardous material is not generally approved unless approval has been first obtained from a designated Navy Hazardous Material Control and Management Committee Program Office." Additionally, the following procedures and policies listed below are cited from the 4200.85:
 1. **AFLOAT Units:** "OPNAVINST 5100.19C (Afloat) requires that hazardous material **not appearing** on the SHML, COSAL, SPMIG, the Navy Ships Technical Manual, or other Navy directives or official publications, **shall not be ordered, unless specifically authorized by the Commanding Officer.** The required certification **must accompany** the requisition to the procurement activity. The authorization **may not** be delegated below the Commanding Officer." (bolding and underlining added for emphasis)
 2. **ASHORE Units:** "Requisitioner Duties And Responsibilities: OPNAVINST 5100.23C (Ashore) provides that **the requisitioner is responsible** for advising the Contracting Officer that the contract will involve deliverables containing hazardous material. Most Navy activities should have "Activities Authorized Hazardous Material Use Lists" (AUL) in accordance with OPNAVINST 4110.2. Requisitions for non-standard hazardous material shall be accompanied by a completed NAVSUP Form 87 to facilitate stock number assignment. Procurement activities shall forward NAVSUP Form 87 to Naval Inventory Control Point, Code 0562, Mechanicsburg, PA 17055 or Naval Inventory Control Point, Philadelphia, PA 19111 in accordance with NAVSUPINST 4410.50B, Elimination of Local Stock Numbers, of 3 MAR 93." (bolding and underlining added for emphasis)
 3. **Technical Screening Process:** "Identification of Hazardous Material is a function of the Technical Screening Process. FED-STD-313C provides identification of hazardous items by Federal Supply Class and requires an MSDS be submitted for all items listed in Table I (FSC 6810, 6830, 7930, 8010, 8040, 9110, etc.) and for items listed in Table II if the items have one or more of the characteristics of a hazardous material (e.g., asbestos,

mercury, polychlorinated biphenyls, flash point below 200 degrees F, produces fumes, vapors, mists or smokes during normal operation, flammable solid, radioactive, formaldehyde, classified as hazardous, etc.). **Technical screeners shall clearly indicate on the requisition that the item being ordered is hazardous (e.g., affix hazard warning label, hazardous stamp, etc.).**" (bolding and underlining added for emphasis)

- c. **Urgency Statement:** Customers can identify their urgent requirements by submitting an Urgency Statement with their RCP. **Please call or email us to let us know a urgent request will be submitted so we initiate immediate processing of your urgent requirement. Attachment D** contains an Urgency Statement form. Ensure your urgency statement contains the following:

1. The impact to your mission (i.e. the specific harm that would result) if you do not receive the material or service by the required delivery date.
2. The special circumstances and conditions that exist validating the requirement as urgent.

Note: Urgent requirements are those supplies and services that will result in a work stoppage, or are mission critical **AND** the routine processing (PALT times identified in Section II Customer Service Standards of this guide) would result in injury to the Government.

- d. **RCP Approval:** Printed name and signed by an individual at the activity who is authorized to issue the document. The date the individual actually signed the document must also be included.

10. **Special Attention or Prohibited Items:** enclosure (2) of NAVSUPINST 4200.85 contains a list of items that require special attention or which are prohibited from being purchased. While this list is not all-inclusive, it does contain general rules, definitions, and exceptions with regards to this important area. Consult this list if in doubt when preparing your RCP. Moreover, contact the Contracting Office who can be of assistance. Some of the typical RCPs we encounter that pertain to special attention or prohibited items are:

- Appliances in the workplace
- Business cards, calling cards, and employee identification tags
- Rental or lease of Commercial or GSA vehicles
- Construction or other NAVFAC Services/Supplies
- HAZMAT and HAZMAT Disposal
- Lodging and Meals
- Personal Services
- Plaques, Ashtrays, Greeting Cards, Paperweights, and other Mementos as giveaways
- Purchase of Beverage or Food items

11. **Mandatory Sources of Supply:** By law we are required to purchase certain items from designated organizations provided they can satisfy the requirement. In the case of OCONUS activities, there are two typical mandatory source of supply. Those

being, non-profit agencies under the Javits-Wagner-O'Day Act (JWOD) and the Government Printing Office or more commonly know as Defense Automated Printing Service (DAPS). Prior to soliciting quotes or proposals from commercial entities, we must first attempt to satisfy the requirement with the mandatory source.

- a. **JWOD:** Per the Federal Acquisition Regulation (FAR) 8.704(a) "[The JWOD Act requires the Government to purchase supplies and services on the Procurement List, at prices established by the Committee, from JWOD participating nonprofit agencies if they are available within the time required.](#)" The customer submitting the RCP is **strongly encouraged** to review these non-profit agencies **before** submitting their RCP to the contracting office. This will avoid unnecessary processing delays as your RCP would identify the requirement as being available by a non-profit agency under JWOD. Also the RCP should contain the non-profit agency's pricing and other information.

- **The JWOD catalog:** listing all the supplies and services on the Procurement List can be viewed online at: www.jwod.gov. The website has supplies separated by category such as: Office Products, Cleaning and Janitorial, and Personal Care and Safety. Additionally, each category is further subdivided in different categories. On this website, each particular product listed has a picture of the item along with a description, NSN, and Unit of Issue. Pricing is not available on this web site, as it only contains the items on the Procurement List. However, the site is useful to get product information and the NSN. In turn, the NSN can be searched on the website identified in the next paragraph.

- **Ordering JWOD Items:** www.jwod.com. This website contains pricing, ordering, vendor, and delivery information. Also, ordering can also be accomplished via this website.

- b. **DAPS:** Per the Federal Acquisition Regulation (FAR) 8.802(a) "[Government printing must be done by or through the Government Printing Office \(GPO\)](#)" FAR 8.802 goes on to speak of exceptions to not using the GPO. The typical exception being the one at FAR 8.802(a)(1) "[The GPO cannot provide the printing service.](#)" Per FAR 8.802(b) in cases where DAPS cannot provide the service, the Contracting Officer shall obtain approval from the DAPS office authority before contracting in any manner, whether directly or through contracts for other suppliers or services, for items defined as printing in FAR 8.801. Thus, DAPS must issue a written waiver before we can go into the commercial market and purchase printing services.

- 12. **RCP Forms:** While all customers do not use NAVCOMPTFORM 2276, the guidance provided by P-547 is still applicable to other forms used. Whatever the RCP form used, it is imperative that the RCP clearly and thoroughly describes the material or service required. Section III paragraph 7 of this guide describes the information the RCP must contain and any required supporting documentation.

- a. **NAVCOMPT Form 2276:** NAVSUPPUB P-547 contains detailed instructions for preparation of this form. A NAVCOMPT Form 2276 is provide in **Attachment E**. Typically Navy activities using ASHORE accounting procedures use the 2276 for preparing and submitting purchase requirements.

- b. **DD 1149:** Typically used by activities using AFLOAT accounting procedures. While the blocks are different from those of the NAVCOMPT Form 2276, the

document in its entirety is intended to convey the same information as the 2276.
Attachment F contains a DD 1149.

- c. **MIPR DD 448:** The Military Interdepartmental Purchase Request (MIPR) is typically used by non-Navy activities to provide the RCP to the contracting activity.
Attachment G contains a DD 448.

SECTION IV. SUBMISSION OF PURCHASE REQUISITIONS

1. How to Submit the RCP:

- a. **DD 2275/DD 2276/DD 448:** For activities using these forms, kindly submit them to the CLWP Comptroller via hand delivery, fax, or email as listed below. Ensure that block 11 of the DD 2275/2276, or block 7 of the DD 448, is completed as prescribed in Section IV of this guide

POC: Debbie Mendiola

Email: mendiola@nrccsg.navy.mil

Phone: DSN Tel: 421-2530, Comm Tel: (65) 6750-2530

Fax: DSN Fax: 421-2324, Comm Fax: (65) 6750-2324

- b. **DD1149:** Submit via hand carry, email, fax or Naval Message to the appropriate NRCC Contracting Office identified in Section V of this guide. Ensure that block 2 of the DD 1149 is completed as prescribed in Section IV of this guide.



Notes:

(1) AFLOAT units: when visiting or in port in Singapore, please submit your DD 1149s to the NRCC Singapore Logistic Support Representative (LSR) assigned to your ship. In turn, the LSR will coordinate with NRCC Contracting.

(2) Help us to assist you, please ensure your RCP clearly and thoroughly describes the material or service required and contains all supporting documentation. Section III of this guide provides detailed information and reference material. Your assistance in providing all required information and documentation will expedite the procurement process and alleviate unnecessary calls and time consuming delays requesting further information or documentation.

2. RCP Checklist:

- a. **Attachment H** contains a checklist to assist the customer when preparing a RCP.

Section V Contact Information

Note: AFLOAT units requiring service from Contracting Branches located in Singapore are directed to work through the Logistic Support Representative (LSR) assigned to your ship. In turn, the LSR will communicate with the Contracting Office if required.

1. NRCC Singapore Contract Division (code N21)

N21 Contracts Division

<u>Code</u>	<u>Position</u>	<u>Email</u>	<u>DSN/Commercial</u>
N21	Director of Contracts	N21@nrccsg.navy.mil	315-421-2339 (65) 6750-2339

N211 Regional Contracts

<u>Code</u>	<u>Position</u>	<u>Email</u>	<u>DSN/Commercial</u>
N211	Branch Supervisor	N211@nrccsg.navy.mil	315-421-2648 (65) 6750-2648
		Facsimile Machine	315-421-2639 or 2682 (65) 6750-2639 or 2682

N212 Ship Repair Contracts

<u>Code</u>	<u>Position</u>	<u>Email</u>	<u>DSN/Commercial</u>
N212	Branch Supervisor	N212@nrccsg.navy.mil	315-421-2551 (65) 6750-2551
		Facsimile Machine	315-421-2660 (65) 6750-2660

N213 Simplified Acquisition Procedures

<u>Code</u>	<u>Position</u>	<u>Email</u>	<u>DSN/Commercial</u>
N213	Branch Supervisor	N213@nrccsg.navy.mil	315-421-2551 (65) 6750-2551
		Facsimile Machine	315-421-2639 or 2682 (65) 6750-2639 or 2682

FPO Mailing address:

NRCC Singapore
Attn: [enter applicable contracting branch]
PSC 470 Box 2100
FPO AP 96534-2100

Commercial Mailing Address:

NRCC Singapore
Attn: [enter applicable contracting branch]
PSA Sembawang Terminal
Deptford Road, Bldg. 7-4
Singapore 759657

2. NRCC Det Manila

<u>Position</u>	<u>Email</u>	<u>Commercial</u>
Purchasing Agent	nrcc@mydestiny.net	(63) 2832-5439
	Facsimile Machine	(632) 2832-2003

FPO Mailing address: NRCC Singapore Det Manila
PSC 510 Box 1
FPO AP 96515-9998

Commercial Mailing Address: NRCC Singapore Det Manila
Seafront Compound
Roxas Blvd. Pasay City, Philippines

3. NRCC Ship Support Office Hong Kong

<u>Position</u>	<u>Email</u>	<u>Commercial</u>
Lead Purchasing Agent	dluk@pacific.net.hk	(852) 2802-9699
	Facsimile Machine	(852) 2511-3703 (852) 2802-7097

FPO Mailing address: Ship Support Office
PSC 464 Box 20
FPO AP 96522-2200

Commercial Mailing Address: Ship Support Office
3rd floor Fleet Arcade
Lung King Street, Fenwick Pier
Wanchai, Hong Kong

NRCC Singapore Contracting Quality Survey

Name: _____

Activity: _____

Phone #: _____

Email #: _____

Contracting Office Providing Service : _____

(N211, N212, N213, Manila, or Hong Kong)

Contract #: _____

U.S. \$ value of the requirement: _____

1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

For each item identified below, circle the number to the right that best fits your judgment of its quality. Use the scale above to select the quality number.

Description / Identification of Survey Item	Scale				
1. Was the contract action associated with your purchase request processed in a timely manner?	1	2	3	4	5
2. Did the supplies/services provided by the vendor/contractor meet your requirements in terms of price, quality, and delivery time?	1	2	3	4	5
3. Were you treated in a courteous and professional manner by the Contracting staff?	1	2	3	4	5
4. Was the Contracting Staff available to communicate with you and did they promptly and adequately answer your questions?	1	2	3	4	5
5. Overall satisfaction with the Contracting staff and the work done for you.	1	2	3	4	5

Comments:

Please return to NRCC Contracting at:

Email: n213@nrccsg.navy.mil

Fax: DSN 315-421-2660 or Commercial (65) 6750-2660

Attn: SAP Branch Supervisor

NRCC Singapore Sole Source Justification Requirements under \$100,000

Note: Please refer to Section III Sole Source of the NRCC Singapore Request for Contractual Procurement Guide for detailed information.

1. **The intended use of the material or service:**

2. **The critical or unique characteristics of the material or service which are mandatory for the intended use:**

3. **Reasons why only the selected source can furnish the requirements to the exclusion of all other sources. If applicable, please include proprietary statement from vendor or patent number:**

4. **Additional justification/comments:**

Customer's Technical Representative:

Name/Signature/Date

Customer's Dept Head/Commanding Officer:

Name/Signature/Date

NRCC Contracting Officer Approval:

Name/Signature/Date



U.S. NAVAL REGIONAL CONTRACTING CENTER

PSA SEMBAWANG TERMINAL, BLDG 7-4
DEPTFORD ROAD, SINGAPORE 759657

*RCP Customer Guide
Attachment C*

JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION ACQUISITIONS VALUED OVER \$100,000

1. J & A Number:
Requiring Activity:
Contracting Activity:
Requisition Number:
2. Nature or description of the action: .
3. Description of supplies or services required to meet the agency's needs:
4. Identification of the statutory authority permitting other than full and open competition:

Statute Cite	FAR Cite	Exception
--------------	----------	-----------
5. Demonstration that the proposed contractor's unique qualifications or the nature of the acquisition requires use of the authority cited:
- 6a. Description of the efforts made to ensure that offers solicited from as many potential sources as practicable, including whether a CBD notice was or will be publicized as required by FAR 5.2:
- 6b. If a synopsis is not to be submitted, state which exception under FAR 5.202 applies:
- 6c. If the urgency exception was chosen, and this J&A was prepared after the procurement action was carried out, state the reason:
7. The Contracting Officer has determined that the anticipated cost to the Government will be fair and reasonable. A complete analysis of all costs, using audit assistance, and/or commercially, and/or previous history will be utilized prior to award.
8. A description of the market research conducted (See FAR Part 10) and the results or statement of the reason market research was not conducted:
9. Any other facts supporting the use of other than full and open competition:
 - (i) Explanation of why technical data packages, specifications, engineering descriptions, statements of work or purchase descriptions suitable for full and open competition have not been available or are not available:
 - (ii) When the sole source exception, FAR 6.302-1, is cited for follow-on acquisitions as described in 6.302.1(a)(2)(ii), provide an estimate of the cost to the Government that would be duplicated and how the estimate was derived:
 - (iii) When the urgency exception, FAR 6.302-2, is cited, provide data, estimated cost or other rationale as to the extent and nature of the harm to the Government:

10. A listing of the sources, if any, that expressed, in writing, an interest in the acquisition:

11. A statement of the actions, if any, the agency may take to remove or overcome any barriers to competition before any subsequent acquisition for the services or supplies required:

12. A statement of delivery requirements:

13. The total estimated dollar value for the acquisition covered by the justification and approval broken down by fiscal year and appropriation:

Total Estimated Dollar Value:

Fiscal Year:

Appropriation:

14. Reference to the approved formal acquisition plan (AP) when the acquisition covered in the justification meets the criteria/thresholds for a written AP in FAR 7.103. If AP applies, attach a copy:

15. If applicable documentation for spare parts acquisition, or a review of the specifications to ensure they meet the minimum requirements.

CERTIFICATIONS: I certify that the facts and representations under my cognizance which are included in this justification and its supporting Acquisition Plan No. N/A and which form a basis for this justification are complete and accurate:

Technical Cognizance: _____
(Signature)

(Date)
Name/Title

Requirements Cognizance: _____
(Signature)

(Date)
Name/Title

Commanding Officer, Officer-in-Charge, or if delegated, Flag or SES; or, if delegated, Activity Appointed Competition Advocate (up to (\$1 Million) (Required on Every J&A regardless of dollar value):

(Signature) _____

(Date)
Name/Title

CONTRACTING OFFICER CERTIFICATION (Required by FAR 6.303-2(a)(12)):

I certify that this justification, and its supporting Acquisition Plan No. (ENTER PLAN # IF APPLICABLE), is accurate and complete to the best of my knowledge and belief:

(Signature) _____

(Date)
Name/Title

NRCC LEGAL COUNSEL:

(Signature) _____

(Date)
Name/Title

APPROVAL BLOCK REQUIRED BY FAR 6.304 (See FAR 6.304 for Approving Official):

(\$0 - \$500,000): Contracting Officer's certification required by FAR 6.304-2(a)(12) serves as approval.

(\$500,000 - \$10 Million) Competition Advocate:

Date: _____
Commanding Officer NRCC Singapore

(\$10 - \$50 Million) COMNAVSUPSYSCOM (code 22):

Date: _____
COMNAVSUPSYSCOM

NRCC Singapore Urgent Request for Contractual Procurement

Note: Please refer to Section III Urgency Statement of the NRCC Singapore Request for Contractual Procurement Guide for detailed information.

1. The impact to your mission (i.e. the specific harm that would result) if you do not receive the material or service by the required date:

2. The special circumstances and conditions that exist validating the requirement as urgent:

Customer's Technical Representative:

Name/Signature/Date

Customer's Dept Head/Commanding Officer:

Name/Signature/Date

NRCC Contracting Officer Approval:

Name/Signature/Date

**Request for Contractual Procurement Customer Guide
Attachment D**

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.							2. DOCUMENT NUMBER				
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON		5. DMS RATING		6. PRIORITY		7. DATE REQUIRED		8. AMENDMENT NO.	
9. FROM							10. FOR DETAILS CONTACT:				
11. TO: UIC							12. MAIL INVOICES TO:				
13. ACCOUNTING DATA TO BE CITED ON RESULTING CONTRACTS											
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT	
14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.							L. TOTAL THIS DOCUMENT				
							M. CUMMULATIVE TOTAL				
15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED THESE ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED											
A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)				E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT	
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.										I. GRAND TOTAL	
17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)											
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.			AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)							DATE	
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.			ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)							DATE	

**CONDITIONS/INSTRUCTIONS GOVERNING THE USE OF THIS FORM
AND THE ACCEPTANCE OF THIS REQUEST**

CONDITIONS/INSTRUCTIONS GOVERNING THE USE OF THIS FORM:

This form will only be used for requesting contractual procurement or local purchase of material or services. This form will not be used for requesting work and /or services or for requisitioning material from existing Government stocks.

Note: Request for work and /or services will be accomplished through the use of Order for Work and Services, NAVCOMPT FORM 2275 (8-81).

Request for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of the DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

CONDITIONS/INSTRUCTIONS GOVERNING THE ACCEPTANCE OF THIS REQUEST:

1. Written acceptance of this request is required and will be accomplished by completing Block 19 on one copy of this request and returning it to the requesting activity cited in Block 9. Acceptance must be on a direct citation basis only.

2. Amounts authorized by this document have been reserved and / or committed by the requesting activity and will be obligated upon receipt of contracts or purchase or delivery orders awarded.

3. Amounts authorized by this document may not be exceeded. Additional funds, if required, will be requested from the activity cited in Block 9. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds being provided. The grand total cited in Block M constitutes a 3679, R.S. limitation when the purchasing office or contracting activity is a separate entity not under the immediate supervision of the commanding officer issuing the request.

4. Resulting obligation documents must be executed by the activity cited in Block 11 by the date indicated in Block 4. Such documents must include the document number cited in Block 2.

5. A complete copy of each executed obligation document resulting from this request must be forwarded to the activity in Block 9.

REQUISITION AND INVOICE/SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246 Expires Feb 28, 2006		
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>												
1. FROM: (Include ZIP Code)						SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER			
						7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY			
2. TO: (Include ZIP Code)						9. AUTHORITY OR PURPOSE						
						10. SIGNATURE			11a. VOUCHER NUMBER & DATE (YYYYMMDD)			
3. SHIP TO - MARK FOR						12. DATE SHIPPED (YYYYMMDD)			b.			
						13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER			
						15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.						
4. APPROPRIATIONS DATA									AMOUNT			
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)					UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO							17. SPECIAL HANDLING					
18. R E C E I V E R S H I P I N G I N F O R M A T I O N	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. R E C E I V E R S H I P I N G I N F O R M A T I O N	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL	
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL	
	PACKED BY							POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.	
	← TOTAL →											

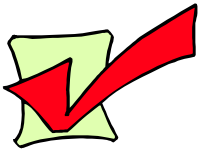
REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)Form Approved
OMB No. 0704-0246
Expires Feb 28, 2006

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.

SHEET NO.		NO. OF SHEETS	6. REQUISITION NUMBER	11a. VOUCHER NUMBER AND DATE					b. VOUCHER NUMBER AND DATE	
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES			UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CON-TAINER	CON-TAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)			(c)	(d)	(e)	(f)	(g)	(h)	(i)
SHEET TOTAL										

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF _____ PAGES	
2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER		6. AMEND NO.	
7. TO:			8. FROM: (Agency, name, telephone number of originator)			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO. <i>a</i>	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) <i>b</i>	QTY <i>c</i>	UNIT <i>d</i>	ESTIMATED UNIT PRICE <i>e</i>	ESTIMATED TOTAL PRICE <i>f</i>	
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)			13. MAIL INVOICES TO (Payment will be made by)			
			PAY OFFICE DODAAD			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT	
15. AUTHORIZING OFFICER (Type name and title)			16. SIGNATURE		17. DATE	



NRCC Singapore RCP Checklist

- ☐ 1. **If Using DD 2275/DD2276/DD 448:** block 11 of the DD 2275/2276, or block 7 of the DD 448, must be completed as follows:

Commander Logistics Group Western Pacific
PSC 470, Box 2400
FPO AP 96534-2400
- ☐ 2. **If Using DD 1149:** block 2 must be completed as follows:

enter the FPO mailing address for the applicable contracting office found in Section V of the RCP Customer Guide.
- ☐ 3. **Contents of the RCP:** Depending on the requirement, some of these elements might not pertain to an individual RCP. The NRCC Singapore RCP Customer Guide, NAVSUPPUB P-547 and NAVSUPINST 4200.85 provide detailed information.
 - a. Document Number
 - b. Adequate Purchase Description:
 - 1. Common Nomenclature (commercial description; MIL/FED Spec; Brand Name or Equal, etc)
 - 2. Kind of Material (i.e. type, grade, alternatives, etc.)
 - 3. Dimensions, Size, and Capacity
 - 4. Principles of Operation
 - 5. Restrictive Environmental Conditions
 - 6. Intended Use (i.e. location within assembly, essential operating conditions, etc)
 - 7. Equipment with which the item is to be used
 - 8. End Item Application
 - 9. Other pertinent information that further describes the item, material or service required
 - c. Quantity and Unit of Issue
 - d. Unit Price and Total Price
 - e. Delivery Information
 - f. Unique Requirements
 - g. Price Estimate and the basis for it
 - h. Adequate Funding to support the Proposed Requirement
 - i. Inspection and Acceptance – The customer should identify any special inspection and acceptance requirements on the RCP
 - j. Point of Contact
 - k. Supporting Documentation
 - a. Results of Market Research
 - b. Special Authorizations and Approvals (Sole Source, HAZMAT Officers approval, Urgency Statement, etc.)
 - l. The Government Estimate and the Basis for it
 - m. Recommended Source of Supply (Vendor name, contact information, mailing/email address, etc)

4. **Additional RCP contents if requisition is for Service/Repair:**

- a. List manufacture of item to be repaired
- b. List original acquisition cost of known
- c. List model number, part number, serial number, etc.
- d. Describe the specific problem (it doesn't work is not sufficient). Be specific as to exactly what doesn't work, etc.
- e. List if the service/repair will be completed at the activity or vendors location.
- f. List the specific location, bldg #, office # where the equipment is located
- g. List if the Government will deliver to the vendor or if the vendor is required to pick-up at the activity's location.

5. **Ensure that the RCP clearly and thoroughly describes the material or service required and all supporting documentation is included.** Section III of the RCP Customer Guide provides detailed information and reference material. Your assistance in providing all required information and documentation will expedite the procurement process and alleviate unnecessary calls and time consuming delays requesting further information or documentation.

6. **Where and How to submit the RCP:**

- a. **DD 2275/DD 2276/DD 448:** Submit to the CLWP Comptroller via hand delivery, fax or email as listed below. Ensure that block 11 of the DD 2275/2276, or block 7 of the DD 448, is completed as prescribed in Section IV of this guide

POC: Debbie Mendiola

Email: mendiola@nrccsg.navy.mil

Phone: DSN Tel: 421-2530, Comm Tel: (65) 6750-2530

Fax: DSN Fax: 421-2324, Comm Fax: (65) 6750-2324

- b. **DD 1149:** Submit via hand carry, email, fax or Naval Message to the appropriate NRCC Contracting Office identified in Section V of this guide. Ensure that block 2 of the DD 1149 is completed as prescribed in Section IV of this guide.

Note: AFLOAT units visiting or in-port Singapore, are directed to submit their DD 1149s to the NRCC Singapore Logistic Support Representative (LSR) assigned to the ship.